

S-E-C-R-E-T

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Attachment B
25X1

6 August 1969

MEMORANDUM FOR: Chiefs of Support and Personnel Officers
CS Divisions and Staffs

SUBJECT : Fitness Reports for Employees Engaged in the CS
Historical Program

1. This memorandum supplements existing guides and directives for the preparation of fitness reports and applies to personnel engaged in the CS Historical Program.

2. The CS Historical Officer (currently [redacted] 203 Key Building, Ext. [redacted]) maintains close liaison with personnel in the CS components assigned to writing CS history and, therefore, is generally familiar with their initiative, productiveness and the quality of the finished product. For these reasons the CS Historical Officer can provide useful suggestions and guidance to line supervisors in the preparation of fitness reports of CS officers assigned on a part or full time basis to writing history. An evaluation by the CS Historical Officer will assist in avoiding the possibility that excellent work, or very poor work, may go unnoticed and unevaluated in the official personnel files.

3. Procedures: When fitness reports become due on personnel engaged part or full time in writing CS history, the line supervisor will seek the views of the CS Historical Officer. Such views may be obtained informally or in writing, depending on the circumstances. A statement to the effect that the views of the CS Historical Officer have been taken into account in the completion of the fitness report will be contained at the end of the narrative section of the report. This does not, of course, depreciate the authority and responsibility of the supervisor for fair and balanced fitness report ratings on personnel for whom they are responsible.

[redacted]
Chief, Clandestine Service
Personnel Staff

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GROUP I-Excluded from
automatic downgrading
and declassification

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